



Business Continuity and Emergency Preparedness Plan

PLAN TO STAY IN BUSINESS

Business Name

Address

City, State

Telephone Number / Email

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

Alternate Location Name

Address

City, State

Telephone Number / Email

If this location is not accessible we will operate from location below:

Alternate Location Name

Address

City, State

Telephone Number / Email

If the person is unable to manage the crisis, the person below will succeed in management:

Secondary Emergency Contact

Telephone Number

Alternative Number

E-mail



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If the person is unable to manage the crisis, the person below will succeed in management:

Secondary Emergency Contact

Telephone Number

Alternative Number

E-mail

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire

Insurance Provider

BE INFORMED

The following natural and man-made disasters could impact our business.

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EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

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WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team.

- * _____
- * _____
- * _____
- * _____
- * _____

Our CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operations	Staff in Charge	Action Plan



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SUPPLIERS AND CONTRACTORS

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Name: _____ Account Number: _____

Materials/Service Provided: _____

EVACUATION PLAN FOR (insert address) _____ LOCATION

- We have developed three plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures _____ times per year

If we must leave the workplace quickly:



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1. Warning System _____

We will test the warning system and record results _____ times a year.

2. Assembly Site:

3. Assembly Site Manager & Alternate: _____

a. Responsibilities Include:

4. Shut Down Manager & Alternate: _____

a. Responsibilities Include:

5. _____ is responsible for issuing the "ALL CLEAR".

SHELTER-IN-PLACE

PLAN FOR (INSERT Address) _____ **LOCATION**

- We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider
- We will practice sheltering procedures _____ times per

If we must take shelter quickly

1. Warning System: _____

We will test the warning system and record results _____ times a year.

2. Storm Shelter Location: _____

3. "Seal the Room" Shelter Location: _____



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4. Shelter Manager & Alternate:
a. Responsibilities Include:

- a. Responsibilities Include:

6. _____ is responsible for issuing the "ALL CLEAR".

COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way:

In the event of a disaster we will communicate with employees in the following way:

CYBER SECURITY

To protect our computer hardware, we will:

To protect our computer software, we will:

If our computers are destroyed, we will use back-up computers at the following location:

RECORDS BACK-UP

_____ Is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite _____.



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Another set of back-up records is stored at the following off-site location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

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ANNUAL REVIEW

We will review and update this business continuity and disaster plan in _____.